CAUSA MISSION & VISION

Causa works to improve the lives of Latinx immigrants and their families in Oregon through advocacy, coalition building, leadership development, and civic engagement. Latinx immigrants and their families are the heart of Causa and inspire, implement, and champion our work.

Causa envisions a world where all people have the opportunities and resources needed to thrive. We envision a community that welcomes and values the contributions, strengths, and assets of Latinx immigrants and their families.

POLICY MANAGER OVERVIEW

Causa is a statewide leader on local, state, and federal policy issues that impact immigrant communities. The Policy Manager leads this work by collaborating with the Executive Director and the Oregon Ready coalition manager to develop the organization’s vision and provide the coordination, analysis, and leadership necessary to shape policies to advance the goal of an immigrant-inclusive Oregon.

POSITION RESPONSIBILITIES

Coalition Building and Education

- Collaborates with community organizations and organizers to identify policy problems, policy solutions, and a plan of action for community advocacy around these solutions.
- Formulates policy reform strategies to address community needs in Oregon, based on research and community input, and in collaboration with appropriate staff at Causa and coalition partners.
- Actively participates in the execution of policy-based campaigns around immigration issues in collaboration with partners and coalition members. Provides analysis and tracks progress at each step.
- Works directly with the Executive Director, stakeholders and community partners as the direct point of contact for policy, campaigns, and media interested in immigration issues at the local and state levels.
- Works with the appropriate Causa staff to continue to leverage relationships with organizations at the national level to bring lessons learned and successful state/local policy concepts to Oregon.

Program Management

- Builds and manages relationships with national, state, and local level elected officials.
- Works with the Executive Director to draft and present testimony on legislative and policy proposals before the legislature and other government bodies.
- Monitors and tracks policies and policy campaigns at state and local level that could impact immigrant communities. In collaboration with the Executive Director, prioritizes time and resources to oppose or support such campaigns and policies.
- Develops and leads Causa’s policy agenda.
Development and Organizational Management

- In collaboration with the Communications Director and Civic Engagement & Advocacy Director, produces policy materials for advocacy efforts such as one-pagers, talking points, and organizational statements.
- Evaluates the successes and failures of policy proposals, campaigns and other movements for social change. Leverages and builds relationships with allies to connect the goal of immigrant inclusivity with other inclusive and anti-discrimination efforts and campaigns.
- Attends and participates in Causa staff meetings and supervisor check-ins. Timely submits reimbursements, timesheets, and other organizational needs.
- Creates an annual, personal work plan; Submits an annual report.

QUALIFICATIONS

- Demonstrated commitment to racial and gender equity and track record of success working with communities of color, women, low-income people, rural communities, LGBTQIA(+) individuals, and other historically marginalized communities.
- Understanding of the legislative process, political strategic planning, and the ability to build and maintain trusting, and respectful relationships across the political spectrum and in diverse communities.
- Ability to develop allies and work collaboratively in coalitions, and to navigate internal political dynamics among partner groups.
- Strong time management skills and the ability to manage multiple projects simultaneously in a fast-paced environment with frequently changing demands.
- Team player with demonstrated understanding of how to work collaboratively with colleagues across departments and functions.
- Excellent communication skills, both written and oral, strong research and analytical skills, and the ability to articulate legal concepts and complex policy issues tactfully and effectively to a variety of audiences.
- Dedication and ability to work flexible hours
- Spanish language proficiency, both written and verbal, is required.

EQUAL OPPORTUNITY EMPLOYER: Causa is an equal opportunity employer and does not discriminate in the selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. Women, people of color, and people with disabilities are encouraged to apply. ADA accommodations will be provided upon request.
ADDITIONAL INFORMATION

Supervisor: Causa Executive Director
Location: Based out of Salem or Portland office (currently a virtual position given COVID-19 guidelines)
Duration: Full time, exempt position for a 12 month period, the potential for extension depending on funding.

Hours: 1.0 Full-Time Equivalent (40 hours/week), some nights, weekends, and state/national travel required.
Compensation: $53,000 - $63,000 DOE. Paid sick leave, vacation benefits, and health benefits.

HOW TO APPLY: Candidate must submit a cover letter and a resume to jenny@causaoregon.org
Please include the following in the email subject line: Policy Manager. The position will remain open until filled.